



## SENIOR CARETAKER

### THE SCHOOL

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Confidence, Respect, Engagement, Aspiration, Teamwork and Enjoyment and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

### THE VACANCY

We are seeking a **Senior Caretaker** to lead our frontline Facilities Team. This is a critical role ensuring the site is safe, secure, and operationally efficient. The Senior Caretaker will take ownership of statutory compliance records and lead the junior caretaking staff in daily reactive and remedial maintenance.

### THE DEPARTMENT

Caretaking staff, as members of the Facilities Team, are the frontline representatives of the school in many areas, such as maintenance, site security, school events and hirings, so good interpersonal skills are essential.

They have a vital role to play in the smooth running of the establishment and should use their initiative to prevent foreseeable problems within their areas of responsibility and to put in hand preventative maintenance wherever possible.

The School uses a compliance helpdesk system called 'Every'. All staff use this to report items such as H&S, remedial maintenance, event set ups etc. 'Every' is also used for statutory maintenance that needs completing on a weekly, monthly or yearly basis. The Caretaking Team will use the compliance software to deal with maintenance, most everyday repairs and day to day running problems. The Senior Caretaker will meet on a regular basis with the Facilities Director to exchange information and discuss any problems.

## JOB TITLE: SENIOR CARETAKER

LINE MANAGED BY:	Facilities Director
DATE:	Jan 2026
PAY RANGE:	£31,098-£33,385 + Overtime

## JOB PURPOSE

To promote the aims of the school, as expressed in the School Statement. To undertake duties, as directed by the Facilities Director, in a professional and courteous manner, including; opening and closing of the School, undertaking minor repairs and maintenance, and supporting the efficient operation of the school through portage and furniture/equipment relocation. The position has a vital role to play in the smooth running of the school and the use of initiative is important to respond to urgent maintenance problems such as water leaks without needing direction.

## DIMENSIONS

### Standard Shift (Non-Residential):

- **Monday - Thursday:** 07:00 - 14:30
- **Friday:** 07:00 - 14:00

**Essential Overtime:** 22 hours of overtime required **every 1 weekend in 3** to cover school events, hirings, and statutory maintenance.

**Holiday Entitlement:** 23 days per year To be taken in negotiation with the Facilities Director

## PERFORMANCE STANDARDS

The work of the Senior Caretaker will be judged against this job description and any targets set as part of the appraisal process. Post holders will be expected to undertake appropriate CPD activities, as required.

## PRINCIPAL ACCOUNTABILITIES

### Leadership & Site Management

- **Team Supervision:** Line manages the Junior Caretaker(s). Delegate tasks, monitor quality of work, and ensure professional standards are met through training or otherwise.
- **Prioritisation:** Work with Facilities Admin to manage conflicting demands and daily task lists.
- **Site Security:** Manage the team responsible for the daily unlocking/locking of the site. Act as a primary keyholder for emergency alarm call-outs (intruder/fire).

### Health, Safety & Compliance

- **Risk Assessments:** Maintain a central register of all risk assessments for the facilities operation. Conduct dynamic risk assessments for one-off maintenance tasks.
- **COSHH:** Maintain the school's H&S database and central file of COSHH hazard data sheets for all materials used by the Facilities/Cleaning teams.
- **Statutory Testing:** Perform and maintain records for example Fire Alarm tests, Fire Extinguisher checks, and Emergency Lighting "flick tests." etc
- **Water Maintenance:** Liaise with contractor on Legionella prevention actions
- **Asbestos:** Maintain the Asbestos Register, ensuring it is available for all contractors.

### Maintenance & Operations

- **Remedial Repairs:** Undertake repairs including plumbing (leaks/taps), electrical (like-for-like unit/bulb replacement), carpentry, and decorating etc.
- **Waste Management:** Coordinate the safe disposal of general and hazardous waste in accordance with current legislation.
- **Compliance Software:** Use the ‘Every’ Helpdesk system to manage and resolve maintenance issues, track activities, and complete statutory compliance.
- **Contractors:** Managing safeguarding compliance for contractors on-site, ensuring they adhere to school safety protocols.
- **Porterage & Grounds:** Lead the setup for school events (exams, hirings) and ensure exterior areas are safe, tidy, and clear of hazards (snow/ice/leaves).

## Cleaning & Hirings

- **Cleaning Support:** Support the Cleaning Supervisor with staff shortages and monitor cleaning standards across the site.
- **Hiring Liaison:** Meet hirers to ensure requirements are met, and inspect facilities for damage or cleanliness at the end of sessions.

Work with other members of the Facilities Team to contribute to the school improvement process.

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

## Self-Evaluation and Improvement

Contribution to whole school self-evaluation will take the form of:

- Being involved in whole school surveys
- Participating in the Appraisal process
- Participating in CPD activities

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

## PERSON SPECIFICATION

### Essential Criteria:

- **Practical Skill:** Strong ability to problem-solve and use initiative for minor repairs and maintenance.
- **Leadership:** Experience in supervising staff or leading a team in a trade/maintenance environment.
- **Compliance Knowledge:** Solid understanding of H&S regulations (COSHH, Working at Height, Manual Handling).
- **ICT Proficiency:** Competent in using email, spreadsheets, and database software for record-keeping.
- **Physicality:** Physically able to carry out porterage duties (lifting/moving) and work at height.
- **Reliability:** Highly punctual and committed to the 1-in-3 weekend overtime rotation.

### Desirable Criteria:

- Previous experience as a Caretaker in an educational setting.
- Experience in the building trade (plumbing, electrical, or carpentry).

## HOW TO APPLY FOR THE ROLE

Please complete the AHS application form and include a covering letter

Applications can be:

- e-mailed to: [hr@ahs.bucks.sch.uk](mailto:hr@ahs.bucks.sch.uk) or
- posted to: Mrs Lisa Greenway, Finance & Operations Director, Aylesbury High School, Walton Road, Aylesbury, Bucks HP21 7SX

Closing date: 6th February 2026 Interviews 17th & 18th 2026

## SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

*If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.*

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.*

*AHS is an equal opportunities employer*

***We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.***